

M.A.C.T. HEALTH BOARD, INC.

JOB DESCRIPTION

POSITION TITLE: REGISTERED NURSE
STATUS: NON-EXEMPT
DEPARTMENT: MEDICAL
SUPERVISOR: MEDICAL PROVIDER
SALARY RANGE: MPS 12

POSITION SUMMARY:

As a member of the health care team, the incumbent serves as a Registered Nurse performing nursing duties for the care of patients (ambulatory care and emergency cases). The registered nurse will be the key site coordination liaison, and will abide by and implement departmental manuals, standards of practice, and other established protocols. The incumbent will also be responsible for program administration manuals, contract compliance requirements for specific services, nursing practice regulations and other pertinent information. Employee must work in a positive and respectful manner with fellow employees.

PRIMARY RESPONSIBILITIES:

1. Supervise and/or coordinate clinic personnel to maintain effective and efficient patient flow through the clinic.
2. Assist medical providers in the treatment of patients to include but not limited to ambulatory care procedures, e.g. pelvic exams, suturing lacerations, vision, and hearing tests.
3. Adhere to protocols for nurse-initiated procedures (pediatrics immunizations, flu vaccinations, head lice, etc.)
4. Triage patients as outlined in the Ambulatory Clinic Nursing Manual.
5. Perform patient care as directed by the medical provider, and according to organization protocols.
6. Perform basic lab tests as outlined in the Laboratory Services Manual.
7. Complete all referrals for outside medical services in a timely manner.
8. Document all nursing care services provided in patient medical records.
9. Utilize medical equipment; i.e., peak flow meters, tympanogram, EKG machines, autoclave, audiometer, etc in an appropriate manner.
10. Address emergency situation in a controlled and professional manner.
11. Complete other nursing tasks as assigned by Nursing Services Coordinator or medical provider.
12. Have primary responsibility in assuring efficient patient flow during daily operation.
13. Refer to Ambulatory Care Nursing Manual, Program Administration Manual, and established protocols as necessary to comply with this organization's standards of practice.
14. Direct and perform front and back office duties:
15. Assist with scheduling patient referrals.

16. Assist provider with appropriate paperwork (CHPD forms, referrals, PPC forms, etc.) for each patient chart.
17. Maintain current knowledge of front desk procedures as required by the Finance Dept.
18. Assist Medical Records Clerk as necessary to chart medical reports and records, so that this information is available to the provider.
19. Actively participate in the Medical Department's Performance Improvement activities.
20. Keep all tracking systems up-to-date. Track pediatric immunization rates; report each quarter's statistics to Outreach Services Coordinator.
21. Complete other administrative tasks as assigned by Nursing Services Coordinator, Medical Director, and Executive Director.
22. Assist Providers with home visits as required.
23. Train nursing staff as needed.
24. Must adhere to the MACT Health Board, Inc. Corporate Code of Conduct.
25. Other duties as assigned by Provider, Medical Director, and/or Executive Director.
26. Must complete EHR training.

MINIMUM QUALIFICATIONS:

1. Current California license as Registered Nurse.
2. Current CPR certification.
3. Availability to work with a variable schedule.

MANDATORY REQUIREMENTS:

1. Pass an Occupational Health Screening, which includes passing a mandatory drug screening.
2. Physical examination within the first week of employment to include:
 - a. TB Clearance.
 - b. Undergo Hepatitis B vaccination or provide proof of immunity.
3. Posses a valid form of identification as listed on the U. S. Department of Justice I-9 form.
4. Requires an awareness and keen appreciation of American Indian traditions, customs and socioeconomic needs, and the ability at all times to meet and deal effectively in contacts with Indian health organizations that requires tact, courtesy, discretion, resourcefulness and good judgment in handling functions of a sensitive nature.

DESIRED ABILITIES:

1. Commitment to improve the health status of Indian people.
2. One year supervisory experience in ambulatory clinic or equivalent.
5. Familiarity with computerized medical management system desirable.
6. Capacity to use oral and written language effectively.
7. Professionalism in dealing with the public and with co-workers to promote good relations, encourage participation in program services and to enhance the concept of teamwork toward meeting patient needs.
8. One year acute or ambulatory care experience.

Disclaimer: Preference is given to qualified American Indian applicants in accordance with the Indian Preference Act of 1934 (Title 25, USC Section 472 and 473). Applicants claiming Indian Preference must submit verification of Indian certification by tribe affiliation or other acceptable documentation of Indian heritage. Within the scope of Indian Preference, all candidates will receive equal consideration without regard to race, color, gender, religion, national origin or other non-merit factors.

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